App F IX-4

Previous References 1933-34 (Enl)

File No 220-33

Serial Nos. 2, 3, 7, 8

Later References
4H 16 GB858

GENERAL AND REVENUE SECRETARIAT.

Serial Nos Four

Part B for August 34

SUBJECT.

proposal for the introduction of a form for adoption by the Municipalities to reconcile the differences between the Bank & cash balances of Municipal Moneys as shown in the cash book maintained by Municipal offices

LC 8) To, The Prot cum Inspor
" Enl Commr, B'city
" Dbs of Sks
" Comptroller
" Supdt Govt Pty
No L 1372-83 & 27-8-34

Approves of the above proposal

31/8/34

W D 01965—GPB—15 000—7-7-34

General and Revenue Secretariat — File No 220 of 193 3—34 — [App F III—2

Serial No

From

The Comptroller & Govr
no 3657/L&D dated 11/5/34
proposes the introduction of
a form as suggested for adoption
by the municipalities to reconcile
the differences between the Bank and cash
balances of municipal mines
as shown in the cashbook maintained
by mil offices and the addition of a
rule after rule 332 in a.B.

Draft to the Comptroller calling
for the sheet referred to in letter
for
20/5/34
20

2 issue
AV
20/5

The Comptroller & Govt
no 2 8488 dy 28 5-34
calls for three forms referred to
in the 2

From
the Comptroller.
no 43 L&D dated 10/7/34.
forwards the specimen form of the
sheet proposed for introduction

TYPING SECTION
21 MAY 1934
GEN. SECT.

NOTE—Contn Sheet

WD 01536—GPS—(P&S)—5-4-32

3. The financial Secty may be consulted about the adoption of the form proposed

from 14/7/34 AM/14/7

(Mr Mahadeva Secy)

Secy with cmts

from 15/7

5 from 23/7

from 28/7

Fe 162 from 25/7/34

2/8/34

6 from 2/8

3/8/34

7 Draft

from Dr M 4/8

8 Draft G.O is put up for approval.

from 4/8/34 M/4/8

9. (Secy) from 6/8

Mayor approves

Secretariat

10 from 19/8

& 20.

The President, Civil Mil. Hyderabad

Mil Cmr Bolarum

Dirs. of Sirs

Comptroller

Supdt Fire Fighting

no 2372 dt 20.8.34

Approves the Comptroller's proposal.

from 3/11/34

298 CIVIL 19 JUL 1934

SECRETARIAT 8 11 AUG 19

OFFICE OF THE SECOND MEMBER OF COUNCIL 20 AUG 1934 No 1206

TYPING SECTION 21 AUG 1934 GENL BR. SECTT

Mr220-33-2 5.3/8

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No 365/LAD. *Bangalore, dated* 11th May 1934

16 MAY
G.S.S.E.

From

M VENKATESA IYENGAR, Fsq, MA
Comptroller to the Government of
His Highness the Maharaja of Mysore,
Bangalore

To

The Chief Secretary to the Government
of Mysore, Bangalore.

CHIEF SECRETARY
15 MAY 1934

Sir,

I have the honour to state that with the available Banking facilities in the head quarters of principal towns in the State, payment of Municipal dues by cheques is very largely resorted to, increased transactions being noticeable in Mysore and Bangalore City Municipalities. In many cases, cheques so received and remitted to Banks are returned unrealised. Instances have been noticed where consequential adjustment entries in the Municipal Registers are not promptly made and note of credit in the revenue and other registers corrected promptly. The result is that differences between the Bank and cash balances remain unadjusted for a long time and the amount of collection shown in the cash book and the demand registers will disagree and reconciliation between the two involves avoidable labour. To remove these defects and to bring the procedure in Municipalities into line with that obtaining in Treasuries, it is desirable to introduce a rule as in the margin after rule 332 M.A.M. I request that sanction of Government may be obtained to the proposal. The Superintendent, Government Printing, may also be asked to print and supply the register referred to in the proposed rule to the Municipalities on indents.

× (vide sheet attached)

I have the honour to be,

Sir,

Your most obedient servant,

M Venkatesaiyengar

Comptroller.

S.S

ML 220-33-3

No. L8488 of 28-5-34

To

The Comptroller & Gen

Sir,

With reference to
your letter no 365
2028
dated the 21th May 1934
suggesting the introduc
of a rule after rule
332. M.A.M with a
view to reconcile the
differences between the Bum
& the cash accounts maint
by the municipalities, I
am directed to request that
the form (sheet) referred
to in which has not been sent with
therein
the Rules
letter under reply may
be forwarded early.

I have etc

M 20/5

for Secretary to Govt
Local Self Govt Dept

B 22/5

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No L 8488/Rev 220-33 — Dated, Bangalore, 22nd May 1934.

From

The *Secretary to the Government of His Highness the Maharaja of Mysore*
Development Department

To

The Comptroller to Government,
Bangalore.

Sir,

With reference to your letter No.365/LAD dated the 11th May 1934 suggesting the introduction of a rule after rule 332 M.A.M. with a view to reconcile the differences between the Bank and the cash accounts maintained by the Municipalities, I am directed to request that the form (sheet) referred to therein which has not been sent with the letter under reply may kindly be forwarded early.

I have the honour to be,

Sir,

Your most obedient servant,

A. Venkata Rau

for Secretary to Government,
Development Department.

Payment of Municipal dues by cheques. -

332 A. Sub Rules 3,4 and 5 of Article 6 M.C.A.C. Volume I should be followed by Municipalities in dealing with cheques received in payment of Municipal dues. Cheques returned by the Bank as not cleared for any reason shall immediately on receipt be entered in a register in Form No.94 A and sent back to the parties through the concerned bill Collector and an amount equivalent to it got re- [illegible] The amount of the cheques shall be automati-

Mr. GRR

Mc 220-33-7 191

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No 13 LAD Comptroller's Office, Bangalore,

Enc 2 Sheets Dated the 10th July 1934

13 JUL 1934

R Ranga Rao, Esq , B A , B L ,
Chief Secretary to the Govt of Mysore,
Bangalore

14 JULY 1934 R. B. G. BRA...

Sir,

With reference to your letter No L 8488/Ml 220-33 dated 28th May 1934 asking for the form specimen sheet containing the form proposed in my letter No.365/LAD dated 11th May 1934, I have the honor to forward the same herewith

I have the honor to be,
Sir,
Your most obedient servant,

Comptroller

MSR

9/197

Form 94. Register of cheques returned by Bank as not realised and their disposal for the month of

Month & date of receipt.	Party through whom received	Serial No.	No. and date of cheque.	Bank drawn upon.	Amount of cheque.	C. No. & date of first credit in general cash book.	Party to whom the cheque was returned and through whom	Date of return of cheque to party.	Mode of replacement of cheque.			In the case of cheques not replaced, reference to page and No. of khate in which cancellation of credit is noted.	Remarks.
									C. No. & date.	In cash.	By cheque		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Mr. GRR

Mc 220-33-7 191 L

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

Comptroller's Office, Bangalore,

No 13 LAD Enc 2 sheets

Dated the 10th July 1934

13 JUL 1934

REV. SEC.

14 JULY 1934

L. B. G. BRA...

R. Ranga Rao, Esq , B.A., B.L ,
Chief Secretary to the Govt. of Mysore,
Bangalore

Sir,

With reference to your letter No L.8488/M1 220-33 dated 28th May 1934 asking for the form specimen sheet containing the form proposed in my letter No.365/LAD dated 11th May 1934, I have the honor to forward the same herewith

I have the honor to be,
Sir,
Your most obedient servant,

A. S. Raghavachar
Comptroller.

9/7/34

MSR

Payment of Municipal dues by cheques. -

332 A. Sub Rules 3,4 and 5 of Article 6 M.C.A.C. Volume I should be followed by Municipalities in dealing with chaques received in payment of Municipal dues. Cheques returned by the Bank as not cleared for any reason shall immediately on receipt be entered in a register in Form No.94 A and sent back to the parties through the concerned bill Collector and an amount equivalent to it got recovered within a week. The amount of the cheques shall be automatically adjusted the same day in the General cash book by credit to the Bank and debit to the head of account to which it was originally credited and further proceedings taken for recovery. The note of credit in the relevant revenue or other register shall also be scored out simultaneously with the entry in the cash book, under the initials of the head Accountant and a clear note made against the original entry in the cash book about the dishonoured cheques. A special review of the items pending in this register should be conducted every month by the Commissioner, President or Chief Officer, where there is one.

Assistant Comptroller.

GRS App F VI—G 2]

SUBJECT

MR

Diary No of letter replied to

General and Revenue Secretariat

( )

the *193*

Date of issue 27-8- 1934

Signed by H R Reddy

May this be—

(*Type as Annexure enclosure / Sheet is in the enclosure*)

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

14 MR

Section MR

File No 22-0-33

Serial No 8

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— Letter no 365 L&A dated the 11th May 1934 from the Comptroller suggesting the introduction of a rule as in the annexure after rule 372 Municipal Account Manual to remove certain defects in the maintenance of municipal registers and to bring the procedure in municipalities into line with that following in treasuries in the State

Order thereon—No Lo 1372-83/2nd. The proposal made by the Comptroller is approved. He is requested to issue the necessary addenda & corrigenda slip to the Municipal Account Manual

2. The Superintendent

of Printing, is requested
to print and supply on
indents the requisite reference
on the above rule to the
several municipalities in the State

Sec'y of State
for D. D.

No.

The President, of the Board of Supervisors
of Municipal Court, Municipality thereof the President
of Board of Supervisors
of Municipality to Govt
of Superintendent, Govt Printing
Office & Bindery

List of Enclosure

Copied by

Examined by

WD 73—GBPM—20 000—10 8 31

Payment of Municipal dues by cheques.-

322 A. Sub Rules 3,4 and 5 of Article 6 M.C.A.C.Volume I should be followed by Municipalities in dealing with cheques received in payment of Municipal dues. Cheques returned by the Bank as not cleared for any reason shall immediately on receipt be entered in a register in Form No.94 and sent back to the parties through the concerned Bill Collector and an amount equivalent to it got recovered within a week. The amount of the cheque shall be automatically adjusted the same day in the General cash book by credit to the Bank and debit to the head of account to which it was originally credited and further proceedings taken for recovery. The note of credit in the relevant revenue or other register shall also be scored out simultaneously with the entry in the cash book, under the initials of the Head Accountant and a clear note made against the original entry in the cash book about the dishonoured cheques. A special review of the items pending in this register should be conducted every month by the Commissioner, President or Chief Officer, where there is one.

Abstract of cheques returned by bank as not realised and their disposal there for the month of

	1	Serial No.											
	2	No. and date of Cheque.											
	3	Bank drawn upon											
	4	Amount of Cheque.											
	5	C.No.& date of first credit in general cash book.											
	6	Party to whom the cheque was returned and through whom											
	7	Date of return of cheque to party.											
	8	Date of replacement of cheque	C.No. & date.	10									
			In cash.	11									
			By cheque	12									
	9	In the case of Cheques not replaced reference to page and No.of book in which a recollation of credit is noted.		13									

MEMO OF CORRECTIONS PROPOSED TO THE MYSORE MUNICIPAL ACCOUNT MANUAL

Page 2 *Article 7A.*

Continue Rule 7A inserted by C S No 13 of 25th October 1933 as under —

The case of pay and allowances will be regulated according to Rule 296

(G O No L 1107 17—Ml 67 34 2, dated 14th August 1934)

Page 94 *Article 285-B*

Insert the following as 285 (B)

All increments, permanent or acting promotions and other arrangements involving alterations in the pay of an officer should be decided on by superior authorities, with promptitude as soon as the occasion for the same arises If any such arrangement is not sanctioned within the period of one year from the earliest date on which it could be ordered, it cannot be sanctioned afterwards except with the special sanction of the Municipal Council.

(G O No L 1107 17—Ml 67-34 2, dated 14th August 1934)
(Correction slip No 23 dated 15th September 1934)

Page 110 *Article 332 A*

Insert the following as Article 332 A

Payment of Municipal dues by cheques

332 A Sub-Rules 3, 4 and 5 of Article 6, Mysore Civil Account Code, Volume 1, should be followed by Municipalities in dealing with cheques received in payment of municipal dues Cheques returned by the Bank as not

cleared for any reason shall, immediately on receipt, be entered in a register in Form No 94A and sent back to the parties through the concerned bill collector and an amount equivalent to it got recovered within a week The amount of the cheques shall be automatically adjusted the same day in the General Cash Book by credit to the Bank and debit to the head of account to which it was originally credited and further proceedings taken for recovery The note of credit in the relevant revenue or other register shall also be scored out simultaneously with the entry in the cash book, under the initials of the Head Accountant and a clear note made against the original entry in the cash book about the dishonored cheques A special review of the items pending in this register should be conducted every month by the Commissioner, President or Chief Officer where there is one

(G O No L 1372 83—Ml 220 33 8, dated 27th August 1934)

Page 241

Substitute the following for " 94 A cancelled "

94 A Register of cheques returned by Bank as not realised and their disposal

(G O No L 1372 83—Ml 220-33 8, dated 27th August 1934)

Insert the following as Form 94 A
(*Rule 332 A*)

Form 94 A Register of cheques returned by Bank as not realised and their disposal for the month of

Month and date of receipt	Party through whom received	Serial No	No and date of cheque	Bank drawn upon	Amount of cheque	C No and date of first credit in general cash book	Party to whom the cheque was returned and through whom	Date of return of cheque to party	Mode of replacement of cheques			In the case of cheques not replaced, reference to page and No of khate in which cancellation of credit is noted	Remarks
									C No and date	In Cash	By cheque		

(*G O No L 1372 83—Ml 220 33 8, dated 27th August 1934*)
(Correction Slip No 24 dated 15th September 1934)

Page 98 *Article 303*

Insert the following as a note to Article 303

"The maximum rate of cycle allowance admissible to the employees of the City, Town and Minor Municipal Councils in the State is fixed at Rs 5, per mensem, to have effect from 1st July 1934

(G O No L 854 73—Ml 34 34 1, dated 3rd August 1934)
(Correction Slip No 25, dated 15th September 1934)

A N RAGHAVACHAR,
Comptroller

WD 579—GPB—500—26 10 34